



GUAM PUBLIC LIBRARY SYSTEM  
POLICIES AND PROCEDURES

CATEGORY: Scanning & Preservation  
(Photographs, Manuscripts, Slides, Negatives and Documents)

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This guide is designed to give a step-by-step procedure on how photographs, manuscripts, slides, negatives and documents are scanned and preserved here at the Nieves M. Flores Memorial Library. When handling any item for scanning, the use of a pair of white cotton gloves is used (Archival Gloves). Preservation consists of those processes applied to a collection to ensure that the inherent process of deterioration is slowed as much as possible. Restoration means a deliberate process applied to material to halt major deterioration, and to return the material as nearly as possible to its original condition.

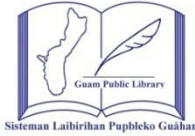
As the processor, a staff member who handles each piece of a collection, the archives is dependent upon your efforts to identify materials requiring restoration, and to apply the routine processes of preservation. While you are arranging a collection, you will carry on both preservation and the identification of materials requiring restoration. Several of these tasks may be accomplished at once; the processor may clean documents, remove fasteners, and make notes of items requiring simple or elaborate repairs.

**Step 1: Hardware / Software / Program Use (Current):**

- Computer Program
  - Windows Vista Business
  - Windows 7 Professional
- Scanning
  - Capture Perfect 3.0
  - DR-F120 Capture on Touch
- Database
  - Alchemy
- Scanner
  - Canon DR-7080C (Flatbed)
  - Canon Image Formula DR0F120 (Document scanner)

**Step 2: Retrieving Folders / Files (Photographs, Manuscripts, Slides, Negatives, Documents)**

- Review each folder on proper filing of Accession Numbers. Must wear gloves at all times when handling any items / materials.
- Folders are arranged numerically by Accession numbers, and will hold twenty-five items/materials per folder: P1-P25; LP1-LP25; O1-O25; GPLS P1-GPLS P25; etc.
- Each photograph is inserted into a clear plastic photo sleeve which prevents them from wear and tear.
- Items/Materials are then placed in acid-free folders.



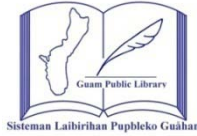
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**Step 3: Scanning (Photographs, Manuscripts, Slides, Negatives, Documents)**

- Definition of Image Derivatives
  - GIF (Graphic Interchange Format) – Used only for creating thumbnails and 1 bit bitonal (Black & white) images.
  - JPEG (Joint Photographic Experts Group) – Used for creating medium and high resolution images for web delivery.
  - TIFF (Tagged Image File Format) – Used for maintaining image integrity and clarity and are often used for professional photography.
  
- Before starting, the scanner must be turned on and a program called Capture Perfect 3.0 or DR-F120 Capture on Touch, for which eve computer program you are utilizing is opened up.
  - Capture Perfect 3.0: It must be checked to make sure that the right scanner has been chosen and the scanner settings are set.
  - DR-F120 Capture on Touch
    - ✓ Select Document: Photo mode or Text mode
    - ✓ Clicking on the modes will take to settings to make sure everything is set to your desired setting.
    - ✓ Select Output: Desktop: File type (PDF, JPG, TIFF, etc) / Save in Folder: Picture, Document, Desktop, Browse (Make a folder) etc.
  - Set your folders for saving: **Person, Place, Lithographs, Legislature, Land Claims, Forms, Executive Orders and Events.**
  
- Capture Perfect 3.0 Program
  - Retrieve photograph from the acid-free folder and from the clear sleeve.
  - Place the photograph faced-down on the scanner.
  - Click on “Scan tab” choosing either “Scan page or Scan job” (Depending on the DPI “dots per inch” you select should determine how many seconds your scan progress should take.
  - After reviewing your scan job and are satisfied with its results, click on the “File tab” at the top on the menu bar and select “Save As” from the drop menu.
  - On the “Save in” at the top. Click on the drop menu and choose your destination for saving (Desktop, Computer and USB, Flash, etc)
  - Name your file in the “File Name” space provided
  - Choose your file type (PDF, JPG, TIFF, etc.), then choose “Save”
  
- DR-F120 Capture on Touch Program
  - However you have done your settings before scanning, you need only to select “Scan more page” if there is more or “Finish” which will automatically save your file to the destination you selected at the start.



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#### **Step 4: Saving to Alchemy Database**

- The next step after scanning the photographs, they are then uploaded onto a database program called “Alchemy”. There is a listing of different databases that are listed, you must choose the “Archival Photo”, left click on the box with the + sign and you will find a listing of the following folders: **Person, Place, Events, Photos, Legislature, Lithographs and Archival Documents**. On the bottom of the database, there are three tabs which are: Contents, Results and Desktop. Search for the location where you would like to retrieve files to be uploaded (Desktop, USB, etc). Left click once and a window pane will open to your right showing a list of items saved to that specific folder.
- You must highlight all the items in the window to the right, right-click and click “copy”. Now on the left side of the screen, you must click on the “Contents” tab on the bottom and search for the database that you are going to upload the picture which will be “Archive Photo”. Left-click on the box to the right of the database that has a + sign on it, highlight the folder you will be copying the highlighted list of items to, right-click on the folder and click “add files”. Repeat the same steps for the remainder of folders.
- Once all the photographs / documents have been downloaded into the folder in the database, you must highlight the database, right-click and highlight “Build”. That process is allowing the database to add and update all files downloaded into the database.

#### **Step 5: Retrieving listing of items uploaded to the Alchemy Database**

- Open up the “Alchemy” database by locating the icon by either double-clicking on the “database” or clicking on the + sign before the database and it will open up all folders within.
- Highlight the folder you would like to retrieve the list of items and right-click. You will be given options, highlight and click on “retrieve files”.
- Under the “Retrieve Files” tab, you must choose Non-image files and profiles under “What do you wish to retrieve”. You must then choose “Include sub-documents” under “Options”.
- Next, click on the “Profile Options” tab, under the “Output file”, you must enter a file name (Preferably on your Desktop). Click on “Browse” and you have the option to choose where you would like to retrieve the file list at a later time and then click “save” at the bottom right.
- Under the “Fields to choose from” you can highlight all the fields or choose certain fields by left-clicking on them and clicking on the right arrow button or the double right arrow tab below. If there’s a field that you decide not to choose that’s already in the “Fields to retrieve”, you can put it back into the “Fields to choose from” by highlighting the field and clicking the left arrow tab.



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- Below under the “Format” option, you must choose “comma-delimited”. Once done, you click okay and it will give you the following breakdown: **Non-image Files, Image Files, OCR Files, Overlay Files, Document Files, and Folder Files.**
- Close out of the Alchemy Database and locate the file you just saved, it will be already saved as a “DATA” format. Right-click on the document. Highlight and choose “Open With”, highlight and choose “Choose Default Program”. You must unclick the box that says “Always use the selected program to open this kind of file”. Click “Browse”.
- You must locate the “Excel Program” by double-clicking on the “Microsoft Office” folder, double-click on the “Office 11” folder, and choose the “Excel Program” icon by double-clicking on it or highlighting it and clicking on the “Open” button located at the bottom right of the window. When that window closes, you are back to the “Open with window”, you then either double-click on the Excel Program icon or highlight it and click on the “OK” button located at the bottom right corner of that window. (close out any open windows)
- Next step: You must again activate the “Excel Program” icon by going through your Windows Menu and selecting the program. Once opened, on the “Menu” bar, you must click on the “Data” tab, highlight “Import External Data”, highlight “Import” and it will open up a window that says “Select Data Source”. Click on the window that’s next to the “Look In” option by clicking on the down arrow, highlight “Desktop”. Click on the window where it says “Files of type” and choose “All Files”. Locate the Data document, double-click it and click “Open” at the bottom right of the window or highlight the Data document and click “Open”.
- Next step: the “Text Import Wizard – Step 1 of 3” window will open. Under “Original data type” click on “Delimited”, click “Next”. Under “Delimiters”, click on “Tab” and then click “Next”. When you get to the next page, click “Okay” and the “Import Data” window will open. Make sure “Existing worksheet” is clicked and then click okay..
- You now have the option to work with the listing as an Excel format. Delete any columns that you do not need, add in a row at the very top to give it file names such as: **File Number, Subject / Title, Date scanned, etc.**